App. F. IX-4

Previous References

1930-31
(~~Genl.~~)
(Cens.)

File No. 9-30

Serial Nos. 8

Later References

General and Revenue Secretariat.

Serial Nos. 1

Part B for April 1931

SUBJECT

Copies of Circulars Nos 25, 26, & 28
of the Census Superintendent sic Nepal

Cen. 9-30-8

No. 2850.
Exc. & Sch.

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE, BANGALORE.

Dated 27th March 1931.
30.

Ex. M. 6194

FROM

M. VENKATESA IYENGAR, ESQ., M.A.,
CENSUS SUPERINTENDENT IN MYSORE.

To

N. Madhava Rao, Esq., B.A., B.L.,
Chief Secretary to the Govt. of Mysore,
Bangalore.

SIR,

I have the honour to forward herewith for perusal of Government three copies each of my circulars Nos.25,26, 27 and 28.

For perusal.
30/3.

I have the honour to be,
Sir,
Your most obedient servant,

2 Enclosures

J. Venkatesa Iyengar
Census Superintendent.

OFFICE OF THE SECRETARY OF COUNCIL
31 MAR 1931
No. 8483

vvk.

31/3/31 2d nm 31/3

GENERAL MISCELLANEOUS BRANCH

2/4

MYSORE CENSUS, 1931.

CIRCULAR No. 25.

OFFICE OF THE CENSUS SUPERINTENDENT IN MYSORE,

Bangalore, Dated 9th February 1931.

To

THE CHARGE SUPERINTENDENT,

.....CHARGE

SUBJECT.—*Expenditure relating to slip-copying.*

The attention of Charge Superintendents is invited to Cir. No. 21, regarding arrangements to be made for slip-copying in the Charges. It is believed that suitable accommodation has been secured for the Slip-copying office, and that lists have been made of people available for Slip-copying and checking. To complete Slip-copying before the end of March as required, about 20 copyists will be wanted in Town charges and Sub-Taluk charges, about 30 in Taluk charges, and about 50 in the City charges. An additional number of 8, 16 and 24 persons will be required for slip-checking work, and a smaller number in each charge for writing out Special Infirmity Slips and for checking them (See Art. 220). It is trusted that the required number of persons can be got together in each Charge. The persons employed as Slip-copyists should write a neat hand and those employed as checkers should be painstaking and conscientious.

Charge Superintendents will have now received the supply of slips of various kinds sent from here. A separate supply of slips will not be made to Charge Superintendents of Town charges. The quantities sent to Taluk charges include the requirements of Town charges. Charge Superintendents of the latter should arrange to get the slips they require from the Amildars concerned. The Amildar Charge Superintendents should see that slips sent from here are properly conserved and carefully distributed. If there should be need for more slips, they should arrange to send their indents in good time.

To meet the cost of purchase of dafter-chowks, ink-bottles, pens, nibs, blotting paper, thabalak thread, etc., required for use in the Slip-copying office, amounts noted in the margin will be placed at the disposal of Charge Superintendents. The amounts may be drawn on A. C. Bills and should be spent as economically as possible, and unspent amounts credited back to the Treasury.

1. Bangalore City, Mysore City K. G. F. City. Rs. 50 each.
2. All Taluk charges Rs. 25 each charge.
3. All Sub-Taluk and Town charges Yelandur and Sringeri Jahagirs. Rs. 15 each.

The ordinary copyist transcribes on to the Slip the entries in columns 4 and 7 to 17, and 19. The special copyist transcribes the entry in column 18 and three other details to a Special Slip. Their business ends with handing over these slips to the Supervisor or checker. The duties of these officers are threefold : they check the entries on slips with the entries in the schedules, they sort the slips, and they count the entries in the schedules and the slips. The Assistant Charge Superintendent and the Census Clerk of the Charge office should check 10 per cent of the slips and they should also check the sorting of slips of two Blocks in each Circle. To facilitate the latter check and the posting up of the Compilation Register, slips of each Block relating to each kind may be tied by the checkers when sorting into a small bundle, with a slip on top showing the Serial No. of the Block, and the number of slips in the bundle. These bundles may be heaped on Sorting Cards and the bundle for the Circle made up.

The copyist will be paid annas four per 100 slips correctly copied. The two Checkers or Supervisors will together receive annas two and pies ten for checking, sorting and counting 100 slips, and the Census Clerk and the Assistant Charge Superintendent pies eight and six respectively for the same number.

A sum of Rs. is placed at the disposal of the Charge Superintendent for payment of remuneration to copyists, checkers etc., at the above rates. The amount actually required should be drawn on an A. C. Bill, and all claims relating to slip-copying settled without delay. The D. C. Bill with the connected vouchers should be sent to this office immediately after the despatch of written-up slips.

M. Venkatesa Iyengar
Census Superintendent.

W D 1776—GPB—300—10-2-31

MYSORE CENSUS, 1931.

3

Circular No. 26.

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,
Bangalore, dated the 2nd March 1931.

To

ALL CHARGE SUPERINTENDENTS.

Subject *:—Daily Reports of progress made in slip-copying.*

Charge Superintendents are requested to submit daily reports of progress made in slip-copying in their charges. Printed cards are being supplied to charges for this purpose. They should be filled up by the Assistant Charge Superintendents at the end of each day and sent to this office.

M. VENKATESA IYENGAR
Census Superintendent.

Copy of the above is forwarded with compliments to the Deputy Commissioner.....
.....for information.

T. Venkatarangan
For *Census Superintendent.*

WD 1953—GPB—200—6-3-31

MYSORE CENSUS, 1931.

Circular No. 27.

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

Bangalore, dated the 9th March 1931.

FROM

M. VENKATESA IYENGAR, ESQ., M.A.,
Census Superintendent in Mysore,
Bangalore.

To

THE CHARGE SUPERINTENDENT,

.....CHARGE.

SUBJECT:—Supplementary instructions relating to slip-copying.

The following supplementary instructions are issued for the guidance of officers engaged in supervising slip-copying in Census charges.

It is of the utmost importance that the upper part of *each* slip should show the name of the charge, the numbers of the circle, block and house, and the serial number of the individual. The Assistant Charge Superintendent will be personally responsible for seeing that all slips have these top-entries in full.

In spite of clear instructions to the contrary, "ditto" has been used in some places in schedules. It can be understood in a schedule by reference to a previous entry but cannot be so construed in a slip. If any schedule contains this entry, the copyist should refer to the original entry to which this relates and write on the slip the original entry and not the word "ditto."

In writing details as to languages against items 14, 15, 17 (*a*), and 17 (*b*), the Kannada copyist should not use the abbreviations mentioned in Article 205 of Census Code, Part V. He should write out the words in Kannada in full.

The entry to be made against the item ಕ್ರ.ಸಂ. in the upper part of the slip is the serial number given to the individual in col. 2 of the schedule and not his name. If any error in numbering persons serially in the schedule is noticed now, the numbering should be corrected and the revised number entered in the slip as well as the Schedule. (There should be no sub-number in this case).

Attention is invited particularly to Articles 214 and 218 of Census Code, Part V. The omissions referred to in the former article should be carefully supplied and the counting referred to in the latter should be done in the manner laid down. Posting up the Compilation Register I is a duty laid on the Assistant Charge Superintendent. He should do it himself taking all possible precaution against incorrect entries.

M. VENKATESA IYENGAR,
Census Superintendent.

Copy of the above is forwarded with compliments to the Deputy Commissioner,.....

.....

M.Venkatesa Iyengar

Census Superintendent.

WD 2012—GPB—350—10-3-31

MYSORE CENSUS, 1931.

Circular No. 28.

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

Bangalore, dated the 18th March 1931.

Inspection of slip-copying work in a charge a few days ago showed that the Register showing the quantities of slips received and issued has not been maintained, that checkers have not been employed to check the slips written from day-to-day and that the Compilation Register was being filled in even before the slips had been checked and accepted. It was also found that all the entries in the schedules have not been copied on to the slips, ೪೮ in the schedule for example being left out in the slips. This is a bad state of affairs. From reports received from other charges I have got the impression that the work is not receiving sufficient attention and that officers in charge of the slip-copying sections have some of them not read the Code and are taking liberties with the instructions. *The Register of slips received and issued must be maintained and all the slips sent to the charges accounted for. Checking should go on simultaneously with the slip-writing.* If slips are not checked but are simply taken and bundled and the account is entered, there is danger of payment being made for badly-written slips. I need not say that the responsibility for money so paid will lie on the person who makes the payment. If slips for any block or circle should have to be re-written later, the cost will have to be recovered from the person who allowed the slips to be badly written in the first instance. *Slip-copying means simply transcribing the entries from the schedules on to the slips. No alterations except those specifically permitted in the Code and in my recent circular should be made in making the copy.*

[P. T. O.

Kindly look into the matter in your charge and tell your assistant in charge of the work to realise his responsibility and see that the work goes on strictly according to the instructions.

2. Slips so far written should be got checked *forthwith* and any badly written slips got re-written. If payment has already been made for bad work the amount must be taken back either from the copyist or from the officer who has accepted the slips.

3. Kindly write to me about the action you take in the matter.